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10 September 1962

OFFICE OF COMMUNICATIONS ORDER NO. 18-62

SUBJECT: Equipment Board

**CONFIDENTIAL**

RESCISSION: CC MEMO 18-59, dated 25 May 1957

1. The Equipment Board is responsible to the Director of Communications for the following:

a. The establishment of Office of Communications systems concepts in support of Agency objectives to include equipment requirements and time tables and the subjecting of these requirements and time tables to continuing review and report.

b. Recommending equipment research and development programs as well as procurement and distribution program requirements as they pertain to the Office of Communications.

c. Continuing review of the CC Research and Development Program.

d. Reviewing equipment priorities, production, and inventory quantities.

2. The Equipment Board will consist of the following membership:

a. DD/CO	Chairman
b. Chief of Operations	Member
c. Chief, Plans Staff	Member
d. Chief, Engineering Staff	Member
e. Chief, Security Staff	Member
f. Chief, Supplemental Programs Staff	Member
g. Chief, Telecommunications Staff	Member
h. Chief, Operations Support Staff	Member

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Group 1  
Excluded from automatic  
downgrading and  
declassification

*Equip Bd*  
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3. Secretarial service shall be provided by the Operations Support Staff.
4. Additional members may from time to time be appointed to the Board at the direction of the Director of Communications.
5. Alternate members shall be selected by the regular members as necessary except that the alternate chairman will be the Chief of Operations.
6. Non-voting participants to the Board may be appointed by the regular members as necessary for advice and consultation.
7. The OC Equipment Board will hold regularly scheduled meetings the first Wednesday of each month at 1400 hours. Meetings will normally be held in the Conference Room, 2 D 03 Headquarters Building.
8. Items for consideration by the Board are welcomed from any employee of the Agency. Such items should be in written form addressed through appropriate channels to the Board Chairman, and should follow this outline:
  - a. Statement of the problem
  - b. Facts pertinent to the problem
  - c. Discussion
  - d. Recommendations

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Director of Communications

Distribution: #3

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